

COVENTRY HOUSING AUTHORITY

MINUTES

July 15, 2015

The Town of Coventry Housing Authority met in regular session on Wednesday, July 15, 2015 at the Knotty Oak Village Community Hall, 14 Manchester Circle, Coventry, RI. The meeting was called to order by the Chairman, Robert DiPadua at 4:30 p.m. and the following commissioners were present: Dave Jervis, Rosalie Jalbert, Scott Duckworth, and Rebecca Parenteau. Julie Leddy, Executive Director, and Arthur Capaldi, Legal Counsel were also present. Commissioner Jalbert was excused from meeting at 5:00 p.m.

MINUTES:

Motion was made by Commissioner Jervis and seconded by Commissioner Duckworth to approve the minutes of the June 17, 2015 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

Motion was made by Commissioner Duckworth and seconded by

Commissioner Jalbert to approve the Treasurer's Report as presented. Motion carried with all in favor.

Year-to-date, 5/31/2015 financial report by program was presented.

EXECUTIVE DIRECTOR'S REPORT:

The status of the current open projects was reported:

- **The main office entrance sign is nearing completion.**
- **Application to FEMA for Blizzard Juno expenses was submitted, reviewed, and approved; await disbursement.**
- **External contractor for sewer connection has provided loam/seed at NRT and one-year warranty**
- **Human Rights complaint; no further correspondence to date**
- **One maintenance staff person remains out on worker's comp.**

As of June 30th, there was one vacancy in the public housing program.

The State-wide Centralized Wait list effort is moving forward with an anticipated start-up date of January 1, 2016. Coventry Housing Authority closed its Housing Choice Voucher wait list as of July 2, 2015.

The USDA Summer Food program kicked-off the week of July 8th with 60 meals being served the first week and 52 (through two of three

days) the second week.

The Housing Authority's RSC received the State designation as a Certified RI Resident Service Coordinator. A motion was made by Commissioner Jalbert and seconded by Commissioner Jervis to send the Authority's RSC a letter of congratulations. All voted aye.

It was reported that there are two confirmed reports of bed bugs in two different developments owned/managed by the Housing Authority. Initial treatments have begun as well as inspection of all units within the buildings.

Reports were disbursed from the Director regarding a wrap-up of the NERC summer conference as well as a review of the potential FY 2016 THUD budget.

MAINTENANCE REPORT:

Maintenance reported completion of work orders as well as the emergency, on call report.

HOUSING REPORT:

Leasing for Public Housing continues at 99% through the first five

months with rental and subsidy income greater than budget. Voucher leasing also remains at 99% with program expenses under budget in the Housing Choice Voucher program. The Management Portfolio remains leased at 99% with good rent collections producing a net profit to day.

RESIDENT SERVICE COORDINATOR:

Report was reviewed and the Director commented on the continued education and professional development program.

FAMILY SELF-SUFFICIENCY:

Report was reviewed by the Director and commented that a recent graduate of the program became a first-time homebuyer in the Town of Coventry.

CORRESPONDENCE:

Correspondence from legal counsel to the Board regarding Executive Session was presented.

NEW BUSINESS:

Resolution 2015-04 was introduced by Chairman DiPadua, to accept

the FYE 2014 Audit of the Coventry Housing Authority as presented. Resolution was moved by Commissioner Jervis and seconded by Commissioner Parenteau. Upon roll call, Commissioners, Parenteau, Duckworth, Jervis, and DiPadua voted aye. Resolution passed with all in favor.

Presented at the meeting was a Community Service/Self Sufficiency policy to coordinate with the subject terms in the Coventry Housing Lease Agreement. A motion was made by Commissioner Duckworth and seconded by Commissioner Jervis to accept the policy as presented. Motion carried with all in favor.

Motion was made by Commissioner Jervis and seconded by Commissioner Duckworth to award the NRT Buildings 1, 4, 7, 8 floor replacement and common area painting to Joseph Tavone Incorporation, the low bidder for the project, at a cost of \$99,380. Bidder is responsive, licensed, has no violations, and will be submitting a performance and payment bond. Motion carried with all in favor.

Motion was made by Commissioner Jervis and seconded by Commissioner Parenteau to send the Director to the HUD Capital Fund Guidebook Training in Boston, July 28 & July 29, 2015. Motion carried with all in favor.

OPEN DISCUSSION:

None

EXECUTIVE SESSION:

None

There being no further business to discuss, a motion to adjourn the meeting at 5:20 p.m. was made by Commissioner Duckworth and seconded by Commissioner Jervis. Motion carried with all in favor.

Julie A. Leddy

Executive Director / Secretary